

SUPPLEMENTAL JOB DESCRIPTION

Classification: MEDICAL SERVICES CONSULTANT II

Function Code: 6219-048

Position Title: Field Supervisor Of Long Term Care Services

Date Established: 10/10/75

Position Number: 16223

Date of Last Amendment: 8/3/05

SCOPE OF WORK: Directs and coordinates the activities and clinical decisions of a regional nursing staff in the medical assessment, determination of eligibility, and service authorization of Medicaid long term care support plans. Utilizes specialized knowledge of the community system of care to support major objectives and initiatives of the Bureau of Elderly and Adult Services (BEAS) to promote continuous program improvement.

ACCOUNTABILITIES:

- Directs medical consultant and supervises professional and technical staff including orientation, training, and the efficient use of staff to assure compliance with policy and time constraints. Authorizes leave time and reimbursement for travel expenses incurred by Long Term Care nurses.
- Supervises and conducts federally mandated medical eligibility reviews to determine initial and continuing medical program eligibility.
- Coordinates with case management and home health agencies to provide cost effective, appropriate services to achieve program goals.
- Evaluates and analyzes medical information concerning the physical, psychological and social factors of statewide applicants and/or recipients to determine accuracy of decisions.
- Develops management tools in an electronic and informational environment to enhance productivity and to identify and make improvements in service delivery. Generates reports and analysis data related to organization goals and outcomes.
- Develops and delivers in-service training programs for individuals supervised with a focus on outcome-based goals to promote BEAS objectives. Facilitates community based, inter-disciplinary client centered meetings, as appropriate.
- Represents the Department during the appeals process including: 1. Conducting pre-hearing conferences; 2. Communicating with lawyers, medical professionals, clients and other interested parties or representative, 3. Developing summaries, reports, and briefs; 4. Compiling evidence to substantiate decisions; and 5. Interpreting federal regulations and State policies to support eligibility decisions.
- Represents the Bureau with the public, inter and intra Departmental staff, providers, federal agencies, Legal Assistance, and others to increase understanding of programs.
- Assesses resource needs and develops initiatives to recruit providers to insure implementation of state and federal mandates
- Travels statewide on an ongoing basis to provide on-site supervision, program continuity, and collaborate with BEAS providers and other partners as appropriate.

MINIMUM QUALIFICATIONS:

See class specification for Medical Services Consultant II.

License/Certification: Current NH Registered Nurse license. Valid driver's license and/or access to transportation for statewide travel.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Doug McNutt, BEAS Bureau Chief, #30316

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Shirley Tinker, Supervisor V, 16120

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved